

NON STATE AGENCY ORDERS FOR SAM PRODUCTS

OSP 234 (Rev. 04/2002)

Mail/Facsimile/Telephone Order Transaction

Ordering Instructions

<input type="checkbox"/> Check or Money Order (<i>Payable to State of California</i>) Insert #:	Mail this form with check or money order to: Attn Accounting, Office of State Publishing, 344 North 7th St., Sacramento, CA 95814-0212
<input type="checkbox"/> Credit Card Order (<i>VISA or Mastercharge only</i>) Insert #:	Fax to: (916) 322-1014, or mail or hand deliver to: Office of State Publishing, Administrative, SAM Unit, 344 North 7th Street, Sacramento, CA 95814-0212
Credit Card Expiration Date:	Card Holder Signature:

For customer service, contact the Office of State Publishing's, SAM Unit (916) 327-8908, or e-mail: **SAMUNIT@dgs.ca.gov**

SHIP TO
NAME (First, Last)
BUSINESS/ FIRM NAME
SHIPPING ADDRESS (Number and Street—Unable to mail to P.O. Boxes)
(City, State, Zip Code)
TELEPHONE NUMBER (Include Area Code) (Extension, If Any)
()

PRODUCT DESCRIPTION	QTY.	*PRICE EACH	SUBTOTAL (Qty x Price Each)	**SALES TAX	TOTAL (Subtotal + Sales Tax)
State Administrative Manual (SAM)—Paper		\$257.00			\$
***1-Year SAM Revision Subscription—Paper		\$136.70			\$
*SAM Binders (Minimum of 3 needed)		\$28.00 each			\$
				GRAND TOTAL	\$

* Price includes handling and shipping. Prices subject to change.

** **PLUS APPLICABLE SALES TAX**
 (No sales tax for State of Calif. & federal agencies, & out-of-Calif. deliveries.)

*** OSP will send renewal notice to Subscriber approximately 45 days prior to the subscription's expiration date.

Access the SAM and SAM Management Memos on Internet at: **<http://www.osp.dgs.ca.gov>**
 (Note: The SAM paper publications are the official references.)

OSP Use Only

Date Rcd. By Actg:	Actg. Staff Initials:	Date Rcd. By APS:	APS Staff Initials:

Comments: